



CITY OF BOULDER, COLORADO

**DEPUTY DIRECTOR
OF HUMAN RESOURCES**

THE CITY OF BOULDER

Nestled 35 miles northwest of Denver at an elevation of 5,430 feet, the City of Boulder is home to 103,000 residents and the state's largest university—CU Boulder. The city is located at the base of the Rocky Mountain foothills and is surrounded by more than 45,000 acres of open space. Boulder's roots trace back to the 1800's when it was established as a mining community. Today, Boulder is world-renowned for its natural beauty, commitment to sustainability, thriving tourist industry, leader in technology startups and other entrepreneurial endeavors, and is cited as one of the nation's most innovative cities.

The City of Boulder was named by the Ewing Marion Kauffman Foundation as the leader in high-tech startup concentration. Boulder also has an active living industry, thriving micro-brew industry, and is considered one of the nation's "foodiest" towns. Boulder is consistently listed as one of the nation's most desirable places to live. With a moderate climate and 300+ sunny days a year, Boulder truly is an amazing place to live, work, and play.

Visit the City of Boulder website: www.bouldercolorado.gov

CITY GOVERNMENT

Boulder is a Home Rule Municipality that is self-governed under the Constitution of the State of Colorado. The City of Boulder operates under the Council-Manager form of government. The nine-member elected City Council sets the policies for the operation of city government, while the council-appointed City Manager has administrative responsibility for city operations.

Boulder Vision and Values

Vision: Service excellence for an inspired future.

Values:

Customer Service – We are dedicated to exceeding the expectations of our community and our co-workers by demonstrating consistent and professional service with a solution-oriented approach.

Respect – We champion diversity and welcome individual perspectives, backgrounds and opinions. We are open-minded and treat all individuals with respect and dignity.

Integrity – We are stewards of the public's trust and are committed to service that is transparent and consistent with city regulations and policies. We are honorable, follow through on our commitments and accept responsibility.

Collaboration – We are committed to organizational success and celebrate our shared dedication to public service. We believe community collaboration and the sum of our individual contributions leads to great results.

Innovation – We promote a forward-thinking environment that supports creativity, calculated risks and continuous improvement. We embrace change and learn from others in order to deliver leading edge service.

HUMAN RESOURCES

The Human Resources (HR) Department is comprised of 23 professional staff and is structured in four centers of excellence.



HR Mission, Vision and Values

Vision: Delivering Excellence. Inspiring Success.

Mission: We provide exceptional customer service and strategic business solutions that transform the organization through our four centers of excellence (see above).

Guiding Principles: Values, Accountability, Partnership, Efficiency & Best Practices, Collaboration, Human Resource Expertise

HR STRATEGY

The HR Department makes key business decisions and operates from their Strategic Plan 2015-2020 (six strategies listed below).



THE POSITION

The Deputy Director of Human Resources (HR) provides technical assistance to the Director of HR in the leadership, strategic planning, managing and evaluating of the department's programs, functions and activities to ensure alignment with city vision, goals and values; demonstrates continuous efforts



to improve HR operations, streamline work processes and works cooperatively and jointly to provide quality and seamless customer service and transform HR transactional processes to a strategic systems model; manages and oversees the HR Solutions Center, and ensures areas perform at maximum efficiency and high customer service levels to enhance the city's ability to develop, retain and attract a highly qualified workforce committed to service excellence.

Areas of accountability include: HRIS, total compensation (benefits, classification, compensation), and HR business solutions and process improvements.

KEY ISSUES AND PRIORITIES

A key priority for the new Deputy Director of HR will include the implementation of a new enterprise resources program (ERP) Human Resources Information System (HRIS), assisting the Director of HR in moving HR staff and the organization along to embrace the system in order to maximize its usefulness. Thorough knowledge and a background in migrating and implementing the new ERP/HRIS/Payroll system is highly desirable.

Other projects include oversight of market-based compensation studies, strengthening the compensation and health insurance alternatives for employees, attainment of key HR metrics and analytics for organizational performance, and assisting the Director of HR in enhancing the HR department's ability to creatively assist other departments by moving from a transaction-based environment to a solutions-oriented culture with smooth and efficient HR operations. The new Deputy Director of HR will be responsible for process improvements including reviewing and updating current policies and procedures to meet the current and future needs of the organization.

THE IDEAL CANDIDATE

The ideal candidate will be an experienced manager/administrator who is practiced in HRIS, process improvement and working in local government. Highly qualified candidates must possess significant knowledge of HR operations, compensation, classification, benefits, and HRIS. This collaborative and enthusiastic leader will be a gifted relationship builder, strategic planner, and project manager. Successful

candidates will be results-oriented, able to see the bigger picture, have a heightened sense of emotional intelligence, are aware of community issues, and able to hold staff accountable. It is expected that the Deputy Director of HR will have strong interpersonal skills and the ability to mentor all levels of HR professional staff.

Specific qualifications are as follows:

Experience and Education

A Bachelor's degree in Human Resources, Business or Public Administration or a related field, plus a minimum of seven years of progressively responsible management-related experience are required. A Master's degree in a related field is preferable.

A professional Human Resources certification, such as the SPHR, is desired.

Management Style and Personal Characteristics

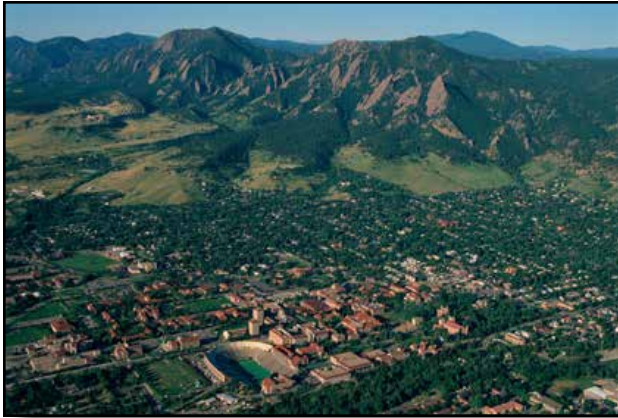
- A team player who is collaborative and supportive in serving as a member of the HR Management Team
- A skilled professional with a heightened sense of emotional intelligence and an awareness of community and constituent issues and political sensitivities
- Open, approachable, and action-oriented; exercises good judgment; holds staff accountable; treats others with respect
- An outstanding manager of people who provides guidance and professional support to staff, offering regular feedback to employees, and serving as a mentor in providing training and growth opportunities
- A positive and technically-oriented leader, bringing innovation and creativity to the HR Solutions Center

TOTAL COMPENSATION

The salary range for the HR Deputy Director is in the **low \$100,000's** (annual). Actual salary will depend on the experience and qualifications of the successful candidate. In addition, the city offers a benefits package that includes:

Retirement: The city offers a Defined Benefit Plan (Colorado Public Employees' Retirement Association); optional 401 (k) and ICMA 457 Plan available.





Life and Accidental Death & Dismemberment Insurance: 1.5 times annual salary.

Medical Insurance: Three medical plan options are available for employee and dependents.

Dental and Vision Insurance: Available for employee and dependents.

Annual Leave: Annual leave starting at 11 days/year, increasing with years of service.

Sick Leave: 14 days per year.

Holidays: 10 full-day holidays, 2 half-day holidays.

Relocation Assistance: Available for successful out-of-area candidate.

Other Benefits: Long Term Disability; Flexible Spending Plan choices including health care and dependent care spending accounts; Employee Well-being Program; Child Care Resource and Referral Program; Employee Assistance Program (EAP), Merit Program (employees eligible for annual merit review based on performance); Bus "Eco" Pass Program; and Recreation Center Pass (Rec Pass).



APPLICATION PROCESS & RECRUITMENT SCHEDULE

This position is **open until filled**. Applications will be reviewed as they are submitted. Interested candidates are encouraged to apply as soon as possible. To be considered for this opportunity, please submit your cover letter, résumé, list of six professional references (who will **not** be contacted without prior notice), plus current salary information. Résumés should include years **and** months of employment, beginning/ending dates as well as size of staff and budgets you have managed. Please submit your materials to: resumes@cpshr.us

Preliminary screening interviews will be conducted by the consultant with the most qualified applicants. Those individuals determined to be the most ideally suited for the opportunity will be invited to Skype interviews with the City. The top candidates will advance to an onsite interview in Boulder. Appointment is expected following the completion of thorough reference and background checks to be coordinated with the selected candidate.

For additional information about this position please contact:



Stuart Satow
CPS HR Consulting
Tel 916 471-3134 Fax 916 561-7205
E-mail: ssatow@cpshr.us
Website: www.cpshr.us/search

